



FIRE EMERGENCY PLAN

Fire Prevention and Control Emergency Contingency Plan

The purpose of this plan is to assure a prompt, effective response to any emergency that relates to the safety of life, property and environmental protection.

The primary consideration is for personal and public safety.

1. **In case of fire or explosion**, involved persons should be removed to safety and, in the process, should not endanger your own safety.
2. **In case of an accident**, do not move the person unless the person is in continued danger.
3. **If a person is in the water**, you should throw any flotation devices or anything that floats. Do not go into the water, without some type of flotation that could support yourself and the person you are trying to help. Professional help should be called immediately.

The secondary consideration is for protection of property.

1. **In case of fire or explosion**, all surrounding movable property, such as boats, cars and trailers, should be removed from the area.
2. **In case of an accident**, all property should be undisturbed until all professional department investigations are complete.
3. **In case of a burning boat**, never cut or release a burning boat from the dock as it could float into other boats or property, plus it is easier to fight a fire at the dock than on the water. A burning or dangerous boat may be towed to an isolated area for the fighting of the fire.

The third consideration is for environmental protection. With any fire, explosion, sinking or accident there is usually a chance of some environmental pollution. Debris, oil, and fuel will drift free of the boat which should be removed from the water as soon as possible. The boat should also be removed from the water when possible. Identify where the oil booms and absorbent rags in the spills kit are and deploy where needed.

This plan will attempt to prepare you, all members and the employees, for all possibilities that may arise in our facility. The following check list should be posted near phones, VHF radios and/or emergency equipment. This should also be kept for your personal reference.

Fire Emergency Response Planning

The following order or procedures is based on a boat fire being discovered by one person, but the procedures can be accomplished simultaneously by many people.

If you witness or are notified of an emergency, the following procedures are:

1. Shut OFF the emergency fuel pump switches and pier electrical breakers.
2. Remove any persons away from the fire and out of the water. (Yell into boat and account for all persons.)
3. DIAL 911 for the local Fire Department and give the following information:
 - a. "This is (Your Name) at (Facility Name) in (town) at (Phone number)."
 - b. "We have a (approximate length and colour) boat on fire at the (give location)."
 - c. Inform them whether there are any injuries or possible severity of the injuries.
 - d. Describe the class of fire (wood, electrical, propane gas, or gasoline).
 - e. Describe any hazardous conditions near the fire.
 - f. Describe what, if any, fire-fighting efforts are in process.
4. Call your supervisor and the facility office to inform them of the incident:
 - g. Zena Thomas – Commodore – 289-253-7731
 - h. Mark Thomas – Property Manager – 905-971-9246
 - i. Newport Yacht Club ... Office/Commodore: (289-253-7731
5. Remove all boats and movable items away from the fire area, only if safely possible.
6. Secure the burning boat to the dock, if possible. This will permit the fire to be fought from the land and sea. (If available use grapnel hook and chain to secure to dock.)
Warning: Burning boats often explode when flames reach fuel tanks, so stand clear.
7. If you feel qualified, use the fire extinguisher or the CO2 extinguisher on the fire.

If you notice a fire, do the following:

1. Contact the Fire Department (immediately call 911)
2. Make sure everyone is away from the fire and the surrounding area.
3. Contact the Commodore or Property Manager (if time allows).
4. Standby to direct the Fire Department once they are on site and lead them to the incident. Have someone standby at the facility entrance to control traffic as requested by the Fire Department.
5. If the fire is small and you are absolutely positive that no explosive materials are involved (gas and propane), you can try to use a fire extinguisher to put out the fire.

Remember, for a Fire to Burn It Needs These 3 Things: Fuel + Heat + Oxygen. If You Remove Any One, The Fire Will Die.

If an electrical fire breaks out, do the following:

1. Secure electrical power at the main panel.
2. Use only a “C” Rated Fire Extinguisher for electrical fires to prevent shock.
3. If you are afraid or nervous to fight a fire, don’t fight it, just remember to:
 - Call the Fire Department.
 - Make sure everyone is far away from the dock as possible.
 - Call the Property Manager Manager or Commodore.
 - Just direct the Fire Department to the fire.
 - Do not jeopardize yourself.

Suggested Priorities for Fire Protection

Human Life and Injury

Once everyone’s safe – boat owner, guests, public, staff – then try to protect property.

Neighboring Boats

If reasonably safe for members/staff, try to prevent fire spread to other boats and prevent further damage.

Boat and/or Building on Fire

Only if it can be done safely, try to extinguish and/or contain the fire.

Marina Docks and/or Building Structures

If reasonably safe, try to protect docks, buildings, and equipment from fire spread and damage.

Environment

Most fires can cause environmental pollution – some of which can be controlled, such as oil spills. When the fire is safely out, staff should do all possible to protect the environment.

Fire Emergency Response Plan

Sound Alarm

This is the first step in your tactical procedure plan for all areas of the facility. It is a process that announces and places into action your Emergency Response Plan.

Life Safety

This is the second step in your procedure plan. The safety of your members and the public is at the top of your priority list.

Other Actions

These are not placed in any particular order of importance. When they are scheduled into the plan, it will depend on your tactics and the specific area of the facility that you are trying to protect.

It should be understood that several of these steps may be going on simultaneously, including:

1. Shut off fuel.
2. Shut off power to the affected area.
3. Assign member to meet incoming Fire Department.
4. Meet and direct fire trucks to the scene.
5. Contact Property Manager and Commodore.
6. Remove all boats and equipment away from the fire area.
7. Secure burning boat to the dock.
8. Crowd control, including managing parking lot; police role.
9. Activate evacuation plan and evacuation route.
10. Public information announcements, if any are necessary, should be handled only by the Commodore.
11. Oil spill containment and clean up.
12. Bring additional fire extinguishers and equipment to the scene.

After the Fire is Out

1. Notify the facility's insurance company of the fire and extent of damage. If possible, give them a call during the fire as they will often quickly come down to document the loss.
2. Photograph and video tape all damage, from multiple angles, during and immediately after the fire.
3. Pump water out of burned hull(s) and or remove damaged boats from water.

4. Prevent boat(s) from sinking if possible. Hook up auxiliary bilge pumps as necessary.
5. Protect against environmental damage from fuel or oil leakage. Use containment booms and absorption pads as necessary.
6. Secure all damaged boat(s), docks and other structures for insurance investigation.
7. Protect property against theft and looting.
8. Prepare damage repair/replacement estimates for insurance claims.
9. Gather written statements from your personnel regarding the fire.
10. Fire Marshall will usually visit each fire scene to formally investigate the fire cause. Be prepared to cooperate fully. Never argue or cause them problem

Reviewed and Approved by the Board of Directors

March 1, 2023

